

Section 1: Structure and Responsibilities

Parks and Recreation Director—chosen by park committee, and approved by the full Village Board annually. Department head will be responsible for setting a day for a regular monthly meeting on that same day of every month, which shall be posted in at least 3 public places. The department head will preside and conduct said meetings. The department head shall be responsible for recruitment of department members. The department head or department head's designee shall be responsible for scheduling of events. The department head is responsible setting up a budget and submitting said budget to the village board, for approval, on or before October 1 of every year.

One village board member—represents village board in all matters.

As many committee members as deemed necessary or possible from the “De Soto area.”—responsible for approving all actions and budgets of the parks and recreation department. The members will be responsible for setting department policies and rental fees and the village clerk will be supplied with a copy of said fees and policies.

One secretary/treasurer—approved by the department members and responsible for all record keeping and funds. The secretary shall supply to the village board at every monthly meeting a financial statement.

It shall be the responsibility of the department to: Create, enforce and administer all Fees and Policies of the department.

Section 2: Budget

- (a) The village board shall appropriate funds annually for the operation of the department.
- (b) The parks and recreation department shall be responsible for use of the budgeted moneys appropriated by the village board to pay all monthly utilities and needed repairs, and supplies for the park .
- (c) The department head shall be responsible for notifying the village board of any budget shortfalls before they occur.
- (d) The department will need full village board approval for all one time expenditures over \$5,000.00 (five thousand).

This ordinance replaces all other Park and or Parks and Recreation Ordinances and all references to “Park District” and “Park President”.

Amended and Approved 05/02/01 and 1/06/2007.

Village President: *Chris Mussatti*
Chris Mussatti

Clerk / Treasurer: *Carrie A. Brudos*
Carrie A.Brudos

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